



JOB DESCRIPTION

Position Title: **Coordinator**

Working Area: **Public Works**

Class Code: 3310

Non-Exempt

EEO Code: 05

Effective Date: August 30, 2002

Major Function

Technical work administering contracts for the Public Works Departments/Engineering Division.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews specifications, plans and engineering reports for conformity with state and local requirements. Reviews reports submitted during construction and verify status of work and compliance with contract specifications.

Prepares and/or checks project estimates, plans, and specifications for bid letting's. Conducts pre-construction conferences. Reviews and approves all material and subcontractor information submitted.

Conducts daily inspections of all phases of construction projects and exercises judgement concerning the quality and acceptance of work performed. Documents and assists in analysis of all contracts claim. Evaluates contractor performance.

Coordinates testing on embankment, sub-grade, base, concrete, and asphalt if required. Coordinates and approves sampling and testing done by consultants or contractors. Coordinates the work of all utility companies and County subcontractors.

Assists contractors in interpreting plans and specifications. Checks and approves monthly and final estimates.

Keeps daily reports and makes accurate written reports as to the progress and workmanship of projects. Prepares final reports including explanation of overruns and costs that are under estimated completion costs of project.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of the concepts, terminology and principles of surveying, architecture and/or other engineering related areas. Knowledge of engineering design, construction, production and/ or operations. Knowledge of engineering quantitative techniques.

Ability to analyze and interpret engineering data, performs technical engineering tasks and solve problems relating to engineering. Ability to plan, organizes and coordinate work assignments. Ability to communicate technical information effectively, both orally and in writing.

Skilled in the use of engineering, drafting, architectural or surveying tools, equipment and/or instruments.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes fieldwork and office work. Most job duties are performed on construction sites, requiring prolonged standing and walking. Incumbents also perform duties that require sitting at a desk or table to use a personal computer.